State of Nevada IT Project Oversight Committee
Meeting Minutes for March 2, 2006

+	ITPOC
Facilitator:	Kathy Ryan
Recorder:	Kathy Ryan
Date:	March 2, 2006
Time:	1:30 PM
Location:	State Library Executive Board room

Attendees

Members	Attend ✔	Guests
Roberta Roth, UCCSN	✔	
Kathy Ryan, DoIT	✔	
Dave McTeer, Admin	✔	
John Stewart, NDOT	✔	
Janet Pirozzi, DETR	✔	
Kathy Comba, DPS	✔	
George Trennin, DoIT	✔	
Tom Joseph, DMV		
Alan Rogers, Personnel	✔	

Minutes –
The minutes from the 02/2/06 meeting were reviewed and approved.

Agenda Items and Discussion

1.	**SOS Statewide Voter Registration System:** The SVRS project manager, Rajinder Rai-Nielsen and Kim Munoz from the Secretary of State's office met with the committee and gave an update on the project. The project is behind schedule and they are reviewing their options. They expect to make a decision regarding their direction by early March. At that time they will advise the ITPOC of their decision on how best to proceed with the project.
2.	**The Project Delivery Framework and Standard:** The Project Delivery Framework and standard were reviewed and minor modifications were made by the committee. The final version will be brought back to the committee for review at the April 6th meeting.
3.	**Welfare Nevada Child Care System (NCCS) Project:** The committee reviewed the monthly reports and did not express any concerns or issues.
4.	**Dept of Corrections Offender Tracking System project (NOTIS) (Pre-Implementation)** The committee reviewed the monthly report and noted that the Integrated Project plan was 85% complete. The committee wishes to see the completed Integrated Project plan submitted for the April ITPOC meeting. The committee also noted that once an Issue has been resolved, they want the IPR to include a note describing the resolution.

5.	**Agriculture Weights & Measures Licensing and Payment project (Solicitation)** The committee reviewed the monthly report and noted that the project is scheduled to go to the April IFC requesting authorization to spend the remaining project funds. Once approval is received to proceed, the project will move forward to the Implementation phase.
6.	**PUCN Electronic Filings and Records Management project (Implementation):** The committee reviewed the monthly report and noted that the Implementation Stage in the Schedule Summary shows 100% complete, yet the Definition & Analysis Stage is at 40% complete. Since hardware installation was a big part of this project, the Implementation Stage may be reflecting that. Kathy will follow up with the project manager for clarification. Otherwise, the project appears to be making good progress and there are no project concerns at this time.
7	**Education Bighorn (SAIN) project:** The committee reviewed the monthly report and noted that the scope of the project was expanding. Concern was expressed whether project planning was being done prior to NDE beginning Phase 3 of the project. Kathy will follow up with the project manager.
8.	**Taxation Unified Tax (Phase II) project:** The committee reviewed the monthly report and for Phase II and did not have any questions. Phase 3 has started so the committee requests an IPR for Phase III and the integrated project plan be submitted for the April meeting.
9.	**DoIT Microwave project:** The committee reviewed the monthly reports and did not express any concerns or issues.
10.	**Wildlife Licensing project:** The committee reviewed the monthly report and noted that it appeared the project was behind on pilot testing & implementation, Deliverable 6.9.
11.	**MHDS AIMS to AVATAR Upgrade project Phase 3:** The committee reviewed the monthly report and had no questions.
12.	**DCFS/DHHS AVATAR Project:** The committee reviewed the monthly report and had no questions.
13.	**DETR Contribution Design Closeout report** The committee reviewed and discussed the project closeout report. The Lessons Learned section contained some good lessons applicable to all projects.

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Action Items[1]

Item No.	Date Opened	Description	Assigned To	Status	Date Closed
75.	4/1/04	**PROCESS IMPROVEMENTS**: Review all ITPOC PSPs and update as needed. Look at consolidation. Some new forms have been added and one has been deleted. The PSPs need to reflect these changes. Develop a template and guide for contingency plans. Reference guides need to be developed for the Project Closeout report and the Deliverables Payment Schedule.	**GEORGE**	Ongoing	
147.	03/02/06	PUCN EFRM project – request clarification on the 5 complete on the Implementation and Definition & Analysis stages.	Kathy	In progress	
148.	03/02/06	NDE BigHorn project – request clarification on the scope of Phase 2 and inquire about the status of project planning for Phase 3.	Kathy	In progress	
149.	03/02/06	Tax UTS project - the committee requests an IPR for Phase III and the integrated project plan be submitted for the April meeting.	Kathy	In progress	

Decisions[2]

Item No.	Decision	Date

Approved By

Signature	Name	Role	Date

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[1] *Action Item*: A commitment to complete an action or an assignment.
[2] *Decision*: Reaching a conclusion… particularly in response to a course of action.